



Program Assistant Supervisor

[Worker's Compensation Division](#)

[Printable Job Announcement](#)

Deadline

February 5, 2014

Salary Information

This classification is in pay range/schedule 81-05. Pay upon transfer or reinstatement is based on the compensation rules applicable to the transaction.

Introduction

This position works in the Records Management Section of the Claims Management Bureau. The Records Management Section is responsible for the retention, organization and movement of both hard copy and optically imaged records for the Worker's Compensation Division. This position is located at 201 East Washington Ave. in downtown Madison.

Job Duties

Managing and participating in the operations of incoming and outgoing hard copy and imaged file claim records. Developing and conducting quality and efficiency improvement measures and techniques to ensure the timely and accurate processing of documents. Assisting in the development and coordination of technological applications. Evaluating and recommending records management technologies. Coordinating section workflow with other Worker's Compensation Division sections and Departmental staff. Analyzing records management and imaging problems and recommending solutions for internal and external customers. Supervising records management staff.

A complete [position description](#) has been provided for your review.

Required Knowledge, Skills and Abilities

Knowledge of: hard copy and optically imaged records systems, State Records Center policies and procedures, Worker's Compensation Division technical applications such as Integrated Claims Management System database and Imaging System, supervisory and management functions.

Skills in: excellent oral and written communications.

Ability to: bend, squat, stoop, kneel, step up, reach above head and occasionally lift up to 50 pounds in the maintenance of claims documents and folders.

Background Check

Due to the nature of this position, a criminal background check and other background checks will be conducted prior to making an offer of employment.

How to Apply

This job opportunity is open **ONLY** to current classified employees of the Department of Workforce Development who meet the position qualifications and whose current classification has a counterpart pay range equal to or higher than the pay range of the listed classification, or who have reinstatement eligibility to such.

Please submit a resume and cover letter describing your training and experience as it relates to the job duties and knowledge, skills and abilities listed above, and your current classification and pay range. Send your materials to Alexandra Camarao; DWD/HRS; 201 East Washington Avenue; P.O. Box 7946; Madison, WI 53707-7946, or via e-mail to ACCJobs@dwd.wisconsin.gov no later than **February 5, 2014** at 4:30 p.m.